

# Attendance Officer

**Salary:** Band 6SCP 6-11

**Reporting to:** Headteacher

**Location:** Ley Top Primary School

## **Main purpose of the job:**

The main purpose of the job is to:

- To ensure that attendance is a priority for children, families and colleagues
- To provide an efficient and effective administrative support service for all attendance matters, continually improving the monitoring and improvement of attendance for children, families and staff.
- To work within the school and the community to promote attendance in order to ensure the highest attendance of all children
- To take a lead role on improving children's attendance, in partnership with families and colleagues.
- To act as the school admissions and appeals co-ordinator ensuring that children and families are supported through the process, the school is effectively represented and all paperwork is in place for any appeal panel hearings.
- To be a member of the safeguarding team

## **Key Activities / Responsibilities:**

### Organisation

- Liaise with the Pastoral Team/SLT/Safeguarding Team on children's attendance matters and administer and support as required.
- Advise the school and lead on strategies to promote the regular and punctual attendance of all children.
- Work on initiatives which raise the awareness of school staff, families and the community on the importance of school attendance.
- Ensure the attendance of identified vulnerable students is checked at the earliest opportunity and that there is an appropriate response to non-attendance.
- Meet with the Pastoral Team and Senior School Leaders on a regular basis to review individual children's attendance and progress towards whole school and year group targets.
- Organise and liaise with colleagues, children, families and other agencies to effectively implement and manage the administration processes and procedures for attendance
- Implement school protocols and procedures for managing punctuality and lateness.
- Take and convey messages from families about absent children, seeking to improve communication between the school and families.
- Monitor children's attendance, ensure checks are made on missing children, including carrying out home visits where necessary (with support or through delegation).
- Provide advice and guidance to colleagues, children, families and others
- Organise and liaise with colleagues, children, families and other agencies in order to support the school admissions and appeals process.
- Work closely with teaching staff and SLT on matters associated with admissions and appeals
- Assist the school by developing and continually improving the admissions and appeals process
- Undertake the complete admissions programme for all new pupils joining the school (from 3-year-olds to Year 6)
- Maintain the highest standards of confidentiality at all times

- Work with SLT to improve punctuality to the school through a range of strategies.
- Promote the importance of good attendance and punctuality across the school through a range of strategies: assemblies / rewards / letters home etc.
- Family liaison using appropriate mechanisms in order to promote good attendance and community engagement
- To liaise with outside agencies in order to develop community links.
- To liaise with outside agencies regarding children's attendance and welfare.
- To liaise with the Pastoral Team and SENDCo to promote inclusion to ensure that the needs of individual children are met.

## Administration

- Undertake administrative tasks as directed by the School Business Manager
- Undertake typing, photocopying, filing and associated administrative tasks
- Collate and prepare data/information and produce reports/information/data on a daily, weekly, termly, annual and ad hoc basis
- Monitor children's attendance, ensure checks are made on missing children, and ensure Arbor is updated so that attendance is properly recorded and accurate data can be retrieved
- Print reports, letters and documents as required
- Ensure the School Management Information System (Arbor), is updated so that attendance is properly recorded and accurate data can be retrieved and that families are informed.
- Reply to families' requests for information or queries in writing and by telephone
- Produce and post up-to-date information on attendance notice boards, to ensure that staff and children are kept updated on attendance matters
- Undertake the complete process for extended leave including but not limited to liaising with families, producing letters, penalty notice paperwork etc. in line with LA procedures.
- Administer the end-to-end school admissions and appeals process ensuring that all applications, paperwork and relevant information is in place, information systems are updated and staff, pupils, parents/carers and others are well informed
- Update general office procedures to reflect current practice (in conjunction with School Business Manager)
- Use IT systems to produce reports, often to tight timescales, using word processing and record information including statistical data, providing reports to SLT, pastoral staff and other professionals, as required.
- Produce regular reports analysing attendance and punctuality by groups on an agreed basis. Provide analysis of attendance trends and patterns.
  - Collate information from previous schools to ensure that any existing attendance issues are challenged in a timely manner.
  - Ensure the Children Missing Education (CME) procedure is followed by the school.
  - Work with appropriate colleagues to ensure appropriate records are kept when a parent elects to Electively Home Educate their child.

## Resources

- Operate relevant equipment/ICT packages/information systems (e.g. Microsoft Office, School Management Information Systems (Arbor), e-mail, internet etc.)
- Provide advice and guidance to colleagues, children, families

## Support for the school

- Be aware of and comply with the school and Local Authority policies relating to child protection, health and safety, confidentiality and data protection
- Be aware of and support difference and ensure all children have equal access to opportunities to learn and develop
- Contribute to the development of a positive inclusive ethos
- Establish constructive relationships and communicate with other professionals to support the

achievement and progress of children including but not limited to: internal at all levels, families, governors, local authority, contractors, external agencies

#### Range of decision making

- To make decisions within established working practices and procedures
- Has a good working knowledge of techniques for solving problems within own role, following procedures where required
- Considers the impact of others when prioritising and completing tasks
- Knows own limits on decision making and when to refer to a colleague
- Make informed decisions based on available information and research
- The post holder will be expected to use good common sense and initiative in all matters relating to:
  - The conduct and behavior of individuals, groups of children and whole classes
  - The correct use of care of materials by individual and small groups of children
  - The safety, mobility (if required) and hygiene and well-being of children

#### Responsibility for assets, materials etc

- General responsibility for the care of all equipment within the designated area of the school
- A duty to respect the confidential nature of information relating to the school and its children.
- Updating individual child records and ensuring confidentiality.
- To help the school create an environment which is supportive of the values, language and culture of the community it serves.

#### Specific conditions of service

- The post holder may be asked to work up to 1 week out of term time in any school year, for which there will be extra remuneration
- Contribute to the development of a positive inclusive ethos in terms of behavior and dress.

# Person Specification

<u>Qualifications and Training</u>	<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> <li>• Minimum of GCSE English and Mathematics at Grade C or above (or equivalent)</li> <li>• NVQ Level 3 or equivalent or experience in a relevant discipline</li> <li>• Full driving license</li> <li>• Designated Safeguarding Lead</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
<u>Knowledge</u>		
<ul style="list-style-type: none"> <li>• Experience of <b>school</b> office work including reception, switchboard and typing/word processing</li> <li>• Good literacy and numeracy skills</li> <li>• Good communication skills including telephone/reception skills</li> <li>• Use of office machinery and able to undertake basic maintenance routines</li> <li>• Experience in the use of databases and other software packages with a high level of word processing/typing skills e.g. Microsoft Office, Arbor</li> <li>• Have a neat and organised approach to work</li> <li>• Be willing, courteous and able to work both using your own initiative and in a team</li> <li>• Respect confidentiality</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<u>Skills &amp; Ability</u>		
<ul style="list-style-type: none"> <li>• Excellent organisation and administration skills</li> <li>• Excellent verbal and written communication skills</li> <li>• Accuracy and attention to detail</li> <li>• Ability to prioritise own workload</li> <li>• Ability to speak other languages</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
<u>Experience</u>		
<p>Experience of the following:</p> <ul style="list-style-type: none"> <li>• Experience in a similar role as attendance officer</li> <li>• Experience of line management responsibilities</li> </ul> <p>Experience of the following:</p> <ul style="list-style-type: none"> <li>• Using Microsoft Office with good IT skills</li> <li>• Experience of working in a <b>school</b> office environment to include development, management and operation of administrative systems</li> <li>• Working with young people and families</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>

This post is subject to satisfactory vetting, including a satisfactory enhanced disclosure from DBS